

MEETING AGENDA

City of Huntington Beach
PERSONNEL COMMISSION
Wednesday, March 21, 2007
Civic Center, Room B-8
5:30 P.M.

1. CALL TO ORDER

Commissioners: Gooch, Deight, Hunt, Barton, Garner, Bush, Clemens
Legal Counsel to the Personnel Commission: Jim Murphy, Esq.
Staff Liaison: Bob Hall, Deputy City Administrator/City Services
Also present: Brigitte Charles, Secretary to the Personnel Commission/Principal Human Resources Analyst

2. PLEDGE OF ALLEGIANCE

3. PUBLIC COMMENTS

The Personnel Commission welcomes public comments on all items on this agenda or of community interest. We respectfully request that this public forum be utilized in a positive and/or constructive manner. Please focus your comments on the issue or problem that you would like to bring to the attention of the Personnel Commission. Negative comments directed at individuals are not acceptable.

Three (3) minutes per person. Time may not be donated to others. No action can be taken by the Personnel Commission on this date unless agendaized. This is the time to address the Personnel Commission regarding items of interest or on agenda items other than public hearings.

4. APPROVAL OF MINUTES

Meeting of February 21, 2006

5. PUBLIC HEARING

Public Hearing in accordance with Personnel Rule 12 regarding amendments to the City's Classification Plan.

- a. Discussion on a revised job specification for the position of Volunteer Services Coordinator. (Attachment)

Recommended Action: Approve the revised job specification for the position of Volunteer Services Coordinator, amending the City's Classification Plan.

- b. Discussion on establishment of a new class and job specification for the position of Fire Recruit. (Attachment)

Please contact Sandy Henderson at (714) 960-8828 if you have questions or if the Human Resources Division can be of any assistance.

Recommended Action: Approve the new class title and job specification for the position of Firefighter Recruit, amending the City's Classification Plan and provide advisory comments on proposed compensation.

6. CONSIDERATION FOR SCHEDULING A HEARING DATE FOR NON-DISCIPLINARY HEARING PURSUANT TO PERSONNEL RULE 19

Recommended Action: Establish the date of the next regularly scheduled meeting of the Personnel Commission.

7. PERSONNEL – SUPPLEMENTAL DISCIPLINARY HEARING IN ACCORDANCE WITH PERSONNEL RULE 20 – FINDINGS OF FACT AND CONCLUSIONS OF LAW - CLOSED SESSION OPTION PER GOVERNMENT CODE SECTION 54957

Recommendations of Hearing Officer Joseph F. Gentile regarding Propriety of Adverse Action
Deliberation in Closed Session

Recommended Action: Sustain, reject or modify the Hearing Officer's recommendation. If the Commission rejects or modifies the recommendation, direct the legal advisor to prepare findings of fact and conclusions of law in support of the Commission's decision.

This item will begin at approximately 6:00 p.m.

8. COMMISSION GOALS FOR THE COMING YEAR

This item has been placed on the agenda at the request of the Personnel Commission Chair. There will be no City staff presentation. (Attachment)

9. LABOR RELATIONS UPDATE

As offered

10. SECRETARY'S REPORT

11. COMMENTS FROM COMMISSIONERS

Announcements, brief report regarding Commissioner activities, ask questions for clarification, request information from Staff, direction to Staff regarding a future agenda item or for the provision of information for a future meeting.

12. INFORMATION ITEMS

Grievance Report – February 2007

13. ADJOURNMENT

Meeting adjourned to the next regularly scheduled meeting of April 18, 2007.

ITEM # 4

MINUTES
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PERSONNEL COMMISSION
2/21/07

Pending approval by Personnel Commission at the meeting on 3/21/07
(These minutes are not verbatim. A taped recording of the meeting is available in the Human Resources Division, first floor of City Hall, for one year following meeting date.)

CALL TO ORDER

Chairperson Gooch called the Commission meeting to order at 5:30 PM.

ROLL CALL

Commissioners present: Barton, Bush, Deight, Garner, Gooch, and Hunt
Commissioners absent: Clemens
Others Present: James Murphy, Esq., Legal Counsel to the Personnel Commission
Brigitte Charles, Acting Secretary to the Personnel Commission/
Principal Human Resources Analyst
Bob Hall, Deputy City Administrator
Sandy Henderson, Personnel Assistant

PUBLIC COMMENTS

Bill Davis, Business Representative and Legal Council for Teamsters Local 911, requested that the Personnel Commission schedule a further argument hearing prior to making a final decision on the findings of the Hearing Officer's recommendation in agenda item #7.

Julie Bixby, a City employee and resident, made a suggestion to update job specifications by asking Human Resources to provide ten (10) job specifications each month to the Personnel Commissioners to review and provide comments. If the Personnel Commissioners see the need for major revisions, they can make recommendations to staff for further study and review.

APPROVAL OF MINUTES

A motion was made by Commissioner Barton and seconded by Commissioner Hunt to approve the minutes of the December 20, 2006 meeting.

VOTE: The motion was carried.
AYES: 6
NOES: 0
ABSENT: (1) Clemens

PUBLIC HEARING

5.a. Approve the revised job specification for the position of Water Equipment Operator, amending the City's classification plan.

A motion was made by Commissioner Hunt and seconded by Commissioner Bush to approve the revised job specification.

VOTE: The motion was carried.
AYES: 6
NOES: 0
ABSENT: (1) Clemens

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- 5.b. Approve the revised job specification for the position of Helicopter Maintenance Technician, amending the City's Classification Plan.

A motion was made by Commissioner Hunt and seconded by Commissioner Bush to approve the revised job specification.

VOTE: The motion was carried.
AYES: 6
NOES: 0
ABSENT: (1) Clemens

- 5.c. Approve the revised job specification for the position of Personnel Analyst, amending the City's Classification Plan.

A motion was made by Commissioner Hunt and seconded by Commissioner Bush to approve the revised job specification after adding the physical tasks description and add the wording "or a related field" under Personnel Analyst, Senior experience.

VOTE: The motion was carried.
AYES: 6
NOES: 0
ABSENT: (1) Clemens

- 5.d. Approve the new class title and job specification for the position of Liability Claims Coordinator, amending the City's Classification Plan and provide advisory comments on proposed compensation.

A motion was made by Commissioner Garner and seconded by Commissioner Barton to approve the revised job specification with the addition of the physical tasks description and removal of knowledge of tort law, contract law, and pre-trial discovery procedures.

VOTE: The motion was carried.
AYES: 6
NOES: 0
ABSENT: (1) Clemens

LEGAL COUNSEL REPORT

Legal Council Jim Murphy gave a summary on the *Copley* decision regarding confidentiality of records related to police officer disciplinary proceedings. The Supreme Court stated the Commission is like an employer when hearing a case and therefore cannot release personnel records under protection of the penal code. Mr. Murphy cautioned the commissioners not to produce records for peace officers if there is ever a public records request made of them.

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PERSONNEL – SUPPLEMENTAL DISCIPLINARY HEARING IN ACCORDANCE WITH PERSONNEL RULE 2- - FINDINGS OF FACT AND CONCLUSIONS OF LAW – CLOSED SESSION OPTION PER GOVERNMENT CODE SECTION 54957

Closed session supplemental disciplinary hearing beginning at 6:30 and ending at 7:45.

The Commissioners did not come to a conclusion in this matter and asked for the procedures involved in Rule 20-6 be imposed. They wished to schedule oral arguments by representatives specifically on items of progressive discipline and the matter of truthfulness at the next regularly scheduled meeting. They are requesting that the exhibits be made available to them prior to the meeting, specifically on joint Exhibit #5 from the staff report, the charge letter and the determination letter.

COMMISSION GOALS FOR THE COMING YEAR

Commission goals held over to the next agenda.

LABOR RELATIONS UPDATE

Deputy City Administrator Bob Hall gave a summary of the Memoranda of Understanding for the Police Management Association (PMA), Marine Safety Officers' Association (MSOA) and the Non-Represented resolution. Mr. Hall reported that the City had reached a tentative agreement with the Fire Management Association (FMA) and planned to go the City Council on March 20, 2007. Negotiations continue with the Management Employees' Organization (MEO) and have begun with Municipal Employees' Association (MEA).

SECRETARY'S REPORT

Mr. Hall reviewed the proposed table of organization for Human Resources that was approved by the City Council on February 20, 2007. The changes include moving the payroll function to the Finance Department and adding two (2) new Personnel Analyst positions to Human Resources. Additionally, the Human Resources Manager position is being reallocated to a Human Resources Director with the Risk Manager reporting to him/her. The Workers Compensation Claims Supervisor position that is vacant is being reallocated to a Liability Claims Coordinator position.

COMMENTS FROM COMMISSIONERS

Commissioner Deight reiterated the desire for a formal orientation regarding the responsibilities and jurisdiction of the Personnel Commissioners outlining procedures and clarification of boundaries. Mr. Hall recommended adding this to the Personnel Commission list of goals with the intention to produce a new orientation presentation in June 2007.

INFORMATION ITEMS

None

ADJOURNMENT

The meeting adjourned at 8:14 PM to the next regularly scheduled meeting of March 21, 2007.

ITEM # 5a



**CITY OF HUNTINGTON BEACH
INTERDEPARTMENTAL COMMUNICATION**

TO: Personnel Commission

FROM: Brigitte Charles, Principal Human Resources Analyst

SUBJECT: **Proposed Class Plan Amendment – Volunteer Services Coordinator**

DATE: March 21, 2007

DISCUSSION

A recruitment was recently conducted to fill a vacancy at the Central Library for the above position. Although the City received several applications, the applicant pool was extremely limited as regards the number of candidates actually possessing a Certificate in Volunteer Management. Research of the requirements to obtain this certificate showed that it could not be obtained within a six-month probationary period as it is tied to a degree program. Therefore, the Library Department asked that this certification be eliminated. However, because this classification also exists in the Community Services Department, staff recommends that the certificate be listed as "preferred" to afford more flexibility in screening applicants for this classification. No change is recommended to education (an Associate of Arts degree) or experience (two years) requirements.

The Huntington Beach Municipal Employees' Association (HBMEA) represents this position. Staff has met and discussed this change with the HBMEA and they concur with the revision to the job specification.

RECOMMENDATION

Approve the revised job specification for the classification of Volunteer Services Coordinator, amending the City's Classification Plan.

Attachment: Legislative Draft – Volunteer Services Coordinator Job Specification

cc: Jim Engel, Community Services Director
Ron Hayden, Library Services Director
Elisabeth Bodine, HBMEA President

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: VOLUNTEER SERVICES COORD DATE: ~~DECEMBER, 2001~~ MARCH 2007

JOB CODE:	0268
EMPLOYMENT STATUS:	REGULAR FULL-TIME
UNIT REPRESENTATION:	MEA
FLSA STATUS:	NON-EXEMPT

DUTIES SUMMARY

With general supervision, recruits, trains and coordinates volunteers for effective utilization of resources, furnishes administrative support in area of assignment, and performs other duties as required within the scope of the classification.

DISTINGUISHING CHARACTERISTICS

The Volunteer Services Coordinator is a single position job class with responsibility for effective utilization of volunteer and/or part-time human resources. The Volunteer Services Coordinator oversees and trains volunteers and part-time employees for office support, seniors' programs and the library.

EXAMPLES OF ESSENTIAL DUTIES

Interviews and screens prospective volunteers; assesses skills and interests; checks references; consults with staff and enters names in computer for tracking purposes. Provides orientation and training for new volunteers; assigns duties and responsibilities in regular assignments or special projects; tracks volunteers hours and commitment.

Coordinates volunteer recognition events such as annual luncheon and other functions. Maintains a network of community resources including private and non-profit agencies, educational and training programs for recruitment purposes; writes reports and prepares promotional materials; maintains and reports statistical information.

Provides administrative support for hiring, evaluating and terminating part-time library staff; inputs and distributes payroll; drafts press releases, public service announcements and other promotional materials. Represents the library administration in coordinating the Friends of the Library including publicity, programs and fund-raising; oversees the donations program and performs related duties as assigned.

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: VOLUNTEER SERVICES COORD DATE: DECEMBER, 2001- MARCH 2007

QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of: City and departmental policies and procedures; supervisory techniques, and pertinent federal, state and local rules and regulations related to human resource management; effective customer service/public relations methods and practices; standard office principles and procedures.

Ability to: Plan programs, social functions and activities for volunteers to utilize public speaking skills in community presentations; form cooperative relationships and partnerships with others whom do not have a direct reporting relationship; maintain accurate records; record and retrieve information; operate personal computer and standard software applications; establish and maintain effective working relationships with those contacted in the course of work; communicate effectively with others both orally and in writing.

Education: ~~Volunteer Management Certificate and an AA degree in related Business, Human or Social Services or a related field.~~ Possession of a Volunteer Management Certificate is preferred.

Experience: A minimum of two (2) years of program management, fund-raising, public relations or related experience.

Certifications/License: Possession of a valid California motor vehicle operator's license.


PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS –Work involves light to moderate work in an office setting. There is a frequent need to sit and infrequent need to stand, walk and to lift light objects 10 to 20 pounds. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

ITEM # 5b



CITY OF HUNTINGTON BEACH INTERDEPARTMENTAL COMMUNICATION

TO: Personnel Commission

FROM: Vicky A. Berg, Principal Human Resources Analyst 

SUBJECT: **Proposed Class Plan Amendment – Fire Recruit**

DATE: March 21, 2007

DISCUSSION

The Fire Department has been experiencing a higher rate of attrition than has been historical for this department. With retirements, promotions and employees being recruited by other agencies (i.e. Orange County Fire Authority), we are projecting a need to fill up to 19 potential vacancies by this fall. The proposed new job classification of Fire Recruit will provide an opportunity for the City to widen its applicant pool by hiring candidates with minimal training and sponsoring them through a local Fire Academy. This is similar to what is currently practiced in hiring Police Recruits for the Police Department.

Our goal this year is to conduct recruitments for three targeted levels: Firefighter Paramedic, Firefighter, and Fire Recruit. By broadening the firefighter career ladder to include the Fire Recruit level we will enhance our recruitment efforts and flexibility in attracting a wider range of applicants, including women and minorities. It will also provide opportunities for our Ambulance Operator employees to pursue a long-term career with the Huntington Beach Fire Department, as many of them are interested in a career in the fire service field but have no formal training to qualify under any of the current job classifications.

The proposed compensation is based upon internal alignment considerations when comparing Police Recruit to Police Officer. Police Recruit is currently 30.5% below Police Officer. The base pay range for Firefighter is currently \$25.75 - \$31.90 per hour. The recommended base pay range for Fire Recruit is \$17.89 - \$22.17 per hour. This would place Fire Recruit at 30.5% below Firefighter.

As a non-sworn classification, the Fire Recruit classification will be a non-represented classification.

RECOMMENDATION

Approve the new job specification for the classification of Fire Recruit, amending the City's Classification Plan.

Attachment: Legislative Draft – Fire Recruit

cc: Don Boland, HBFA President

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: FIRE RECRUIT

PERSONNEL COMMISSION APPROVAL:

COUNCIL APPROVAL:

JOB CODE:

EMPLOYMENT STATUS:

REGULAR FULL-TIME

UNIT REPRESENTATION:

NON-REPRESENTED

FLSA STATUS:

NON-EXEMPT

DUTIES SUMMARY

The fundamental reason this classification exists is to undergo state-mandated firefighter training as required by the California State Board of Fire Services.

DISTINGUISHING CHARACTERISTICS

This is an entry-level trainee class where incumbents are presented with a wide variety of training experiences while attending a California State Board of Fire Services approved Fire Academy. After meeting all department, state-mandated and academy requirements, including graduation from the Fire Academy with a Firefighter I Training certificate, and with the recommendation of the Fire Chief, the incumbent may be reclassified to the classification of Firefighter.

EXAMPLES OF ESSENTIAL DUTIES

Attends fire academy sessions to learn state approved fire fighting methods, procedures and techniques. Receives Academy instruction in; basic concepts of fire science; equipment operation and maintenance procedures and practices; operation of fire extinguishers, fog nozzles, and similar equipment in extinguishing fires; salvage and overhaul operations; fire hazards; fire fighting safety practices; basic emergency medical procedures; organization, chain of command, and common rules and regulations pertaining to the fire service; proper methods to lay hose lines, operate engine pumping equipment and hold nozzles; raising, lowering and climbing ladders; participates in training programs, special drills and other related training activities; maintains physical fitness at a sufficient level to successfully perform the job of firefighter; learns other related courses for programs as required.

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: FIRE RECRUIT

QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of: Sufficient math and English skills to perform duties; mechanical concepts and diagrams

Ability to: Read, write, speak, comprehend, and retain technical materials, understand and follow oral and written directions and instructions, learn a variety of fire fighting duties, methods, procedures and operation of fire fighting apparatus, equipment, and tools; endure periods of extreme heat and/or strenuous physical activity with good balance, coordination, flexibility, and strength; raise and throw a variety of firefighting ladders; perform a variety of manipulative tasks with dexterity; lift and carry equipment and people; enter hazardous situations; effectively administer first aid and CPR in emergency situations; establish and maintain cooperative relationships with fellow employees, supervisors, and the public; remain calm and follow instruction; maintain a positive attitude and demonstrate ability to problem solve; work at heights; successfully complete Fire Academy training and HBFD academy.

Education: High school diploma or G.E.D equivalent;

Experience: Current or recent employment within the past 12 months as an ambulance operator/driver is preferred.

Other: 18 yrs. or older; U.S. Citizenship by time of appointment

Miscellaneous: Must be in excellent physical condition and be capable of performing all tasks required of a Huntington Beach Firefighter as determined by a physical agility exam and medical evaluation; must pass a comprehensive background investigation; upon a conditional offer of employment, must pass a comprehensive medical exam based upon National Fire Protection Association Standards, drug test, polygraph and psychological evaluations.

Certifications/License: By time of appointment possess a CA Class C driver license; possess current EMT-I certification or higher; possess current CPR certification.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

Physical strength and agility to fight fires wearing protective gear and self contained breathing apparatus; lift and carry heavy objects; lift, pull and use fire hoses; climb ladders and stairs; bend, stoop, kneel, crawl in tight places; swim and stay afloat in water; withstand a variety of environmental factors including working in the heat or cold, confined spaces, on ladders/scaffolds, slippery/uneven surfaces, moving heavy objects/vehicles; work irregular hours; exposure to toxic chemicals, fumes, smoke, gases and solvents; work long periods of time without relief.

EXHIBITS INCLUDED SEPARATE WITH AGENDA PACKET

ITEM #7

Please refer to the City of Huntington Beach Personnel Commission Handbook tab titled Protocols and Procedures for Personnel Commission Procedures for Review of Hearing Officer Recommendations Regarding Disciplinary Appeals

ITEM #8

Goals for the Personnel Commission & Staff

- **Recruit qualified applicants and provide timely eligibility lists to the hiring authority**
- **Conduct job description reviews on a 3 year cycle to ensure meeting changing needs of the City**
- **Develop new classes to meet changing needs of the City**
- **Review and update the Personnel Rules to improve, clarify and keep current with changes in the State and Federal Laws as well as the needs of the City**
- **Design and conduct a Personnel Commission Orientation for June 2007**